

## HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, September 15, 2020 at 9:00 a.m. in meeting room 1H&I located on the first floor of the Administration Building.

**HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Hilbert, Schmidt and Kuehl**

**MEMBERS EXCUSED: None**

**ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director (by Microsoft Teams); Tonia Mindemann, Assistant Human Resources Director; Megan Firari, HR Specialist; David Ehlinger, Finance Director; Russell Freber, Physical Facilities Director; Justin Reynolds, Information Technology Director; David Addison, Manager-Land Information; Karen Gibson, County Clerk; Ed Somers, Administrator/Executive Director Clearview.**

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

There were no non-Committee Member County Board Supervisors present.

Marsik asked if anyone present had any public comments. There were none.

Motion by Greshay to approve the minutes of the regular and closed session meeting of September 1, 2020. Second by Hilbert. Motion carried without negative vote.

Hinze presented a report created by Ehlinger regarding post employment health plan sick leave funding transfers through July 31, 2020 in comparison to budget. Based on the report, Ehlinger stated that he recommended to the Finance Committee to change the amount to the general fund with no effect on the tax levy. Ehlinger answered questions from Committee members.

Hinze provided an update on the Employer Sponsored Health Savings Account through Employee Benefits Corporation (EBC) stating that EBC is unable to charge the \$25.00 transfer fee to the County. There was discussion regarding the transfer fees and administration fees.

Motion by Greshay to approve reimbursing the employee \$25.00 if the employee chooses to transfer the Health Savings Account with Employee Benefits Corporation (EBC) to another account now through December 31, 2020 and to approve the County discontinue paying the monthly administrative fee beginning January 1, 2021; the monthly administrative fee will be charged to the employee's health savings account by EBC. Second by Schmidt. Motion carried without negative vote.

Hinze provided the Committee with several recommendations from McGrath Human Resources Group for review and consideration including: bilingual pay, longevity pay, establishing the County's procedure for yearly CPI increase recommendations, shift differential, enrollment waiting period for health and dental insurance, implementation of recommended compensation structure, and performance management consulting services. There was discussion regarding each topic.

Motion by Greshay to approve the bilingual pay rate at \$.50 per hour effective October 8, 2020. Second by Schmidt. Motion carried without negative vote.

Motion by Hilbert to no longer offer longevity to new hires effective October 8, 2020. Second by Greshay. Motion carried without negative vote.

Motion by Schmidt to utilize the Consumer Price Index (CPI) increase recommendations from the Wisconsin Department of Revenue as advised by the Wisconsin Employment Relations Commission (WERC) as a guide for determining annual compensation plan adjustments. Second by Kuehl. Motion carried without negative vote.

Motion by Schmidt make no changes at this time to shift differential pay. Second by Greshay. Motion carried without negative vote.

The Committee participated in the Wisconsin Counties Association sponsored webinar: Collective Bargaining in Difficult Times – Strategy for Success from 10:00 a.m. – 11:30 a.m.

Motion by Hilbert to change the Health and Dental Insurance waiting period to first of the month after 30 days of continuous employment effective January 1, 2021. Second by Kuehl. Motion carried without negative vote.

Mielke provided an update on the 2021 budget as currently proposed which tentatively includes an implementation of the recommended compensation structure effective July 1, 2021 with no cost of living adjustment.

Hinze indicated that based on the McGrath Compensation and Benefit Study priority list that was discussed at the last Committee meeting that she received a proposal from McGrath which was shared with the Committee. The Committee reviewed and discussed the proposal. Hinze indicated that half the project cost could be paid for with funding in the department's 2020 budget and the other half would be budgeted in the 2021 budget. There was discussion regarding the benefits of enlisting the services of an outside entity to assist with this project.

Motion by Hilbert to approve the Performance Management Consulting Service with McGrath Human Resources Group with the funding as proposed pending approval of the 2021 budget. Second by Kuehl. Motion carried without negative vote.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) GIS Intern

Land Resources & Parks

Motion by Greshay to approve the Personnel Requisition as presented. Second by Hilbert. Motion carried without negative vote.

There were no leaves for consideration.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: Torin Tredeau, Deputy Patrol, Sheriff's Office, \$31.94, SSU04, ST04, 09/21/2020; Michael Lake, Detective, Sheriff's Office, \$32.11, SSU06, ST01, 09/21/2020. RECLASSIFICATION – UNION: None. PROMOTION – UNION: None. STEP INCREASE – UNION: Derek Tritt, Deputy Patrol, \$31.05, 8/3/2020, Sheriff's Office; Ryan Jackson, Deputy Patrol, \$33.84, 8/15/2020, Sheriff's Office; Jeremy McCarty, Deputy Patrol, \$31.51, 8/21/2020, Sheriff's Office. APPOINTED OFFICIAL: None. NEW HIRE – FULL TIME: Adrienne Redelings, Child Support Specialist, Child Support, \$19.15, DC04, ST01, 09/03/2020. NEW HIRE – PART TIME: Ingrid Martinez-Koch, Transportation Driver, Human Services & Health, \$12.78, MSC17, ST01, 09/08/2020. LIMITED TERM/SEASONAL NEW HIRE: None. LIMITED TERM/SEASONAL REHIRE: None. RECLASSIFICATION: Pennylyn Minnig, Clinician III, Human Services & Health, \$33.56, DC07, STMAX, 09/10/2020. PROMOTION: Emily Jorgensen, Crisis Coordinator, Human Services & Health, \$34.19, DC10, ST03, 08/27/2020. TEMPORARY ASSIGNMENT: Ashley Sanborn, Disability Benefit Specialist, Human Services & Health, Temporary Increase in Hours, DC05, ST03, 09/01/2020.

The Committee reviewed the Orientation Period Reports as presented.

**HR Director's Report:**

- a) Summary of Employee Resignations/Retirements: Hinze and Firari presented a summary of recent employee resignations/terminations.
- b) Grievances and Arbitrations: None to report
- c) Hinze provided a 2021 Human Resources Budget update enumerating the items transferred to the Human Resources budget and noting an estimated overall decrease of 7.45%

**Closed Session:**

Roll call vote was taken.

Motion by Greshay, second by Hilbert to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the closed session is pursuant to Section 19.85(1)(e), Wis. Stats., for conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically, developing negotiation strategies for collective bargaining with the Sheriff's Sworn Union, Local 120. The meeting is closed pursuant to section 19.85(1)(e) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 12:20 p.m.

**Open Session:**

Motion by Schmidt, second by Hilbert to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 12:30 p.m.

Future Agenda Items: Negotiations, Vacation/PTO sample policy and training

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: Regular Meetings **Tuesday, October 6, 2020 at 9 a.m. and Tuesday, October 20, 2020 at 9:00 a.m.** and which will be held in rooms 1H & I of the Administration Building.

Meeting adjourned by order of the Chairperson at 12:37 p.m.

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**Richard Greshay, Secretary**

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**Joseph Marsik, Chairperson**

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

## HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of Closed Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors on Tuesday, September 15, 2020 at 9:00 a.m. in meeting room 1H&I located on the first floor of the Administration Building.

**HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Hilbert, Schmidt and Kuehl**

**MEMBERS EXCUSED: None**

**ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director  
Tonia Mindemann, Assistant Human Resources Director.**

**Closed Session:**

Roll call vote was taken.

Motion by Greshay, second by Hilbert to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the closed session is pursuant to Section 19.85(1)(e), Wis. Stats., for conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically, developing negotiation strategies for collective bargaining with the Sheriff's Sworn Union, Local 120. The meeting is closed pursuant to section 19.85(1)(e) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 12:20 p.m.

There was discussion regarding strategies for collective bargaining with the Sheriff's Sworn Union, Local 120, Labor Association of Wisconsin.

**Open Session:**

Motion by Schmidt, second by Hilbert to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 12:30 p.m.

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**Richard Greshay, Secretary**

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**Joseph Marsik, Chairperson**

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## DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

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Policy #	111	Approval Date: 11/28/2017
Policy Title	<b>HOURS OF WORK-12 Hour Shifts</b>	Effective Date: 8/18/2020
		Revision Date(s): 8/18/2020

### Sheriff's Office

The Sheriff has developed a twelve (12) hour work schedule for various position within the Sheriff's Office. The twelve (12) hour schedule may be discontinued at any time by the Sheriff. The twelve (12) hour schedule will be based upon a twenty-eight (28) day work period with a total of 2080 hours worked per year. For positions designated under section 7(k) of the Fair Labor Standards Act (FLSA), see below. Positions not designated under section 7(k) will be schedule for an eighty-four (84) hour pay period **and will earn overtime or compensatory time (at the employee's choice) for all hours paid over forty (40) in a pay week.** ~~with 4 hours of overtime or compensatory time at the employee's choice~~

For overtime calculation purposes, the County has declared a twenty eight (28) day (171 hours) "7k" work period which is pursuant to the provisions of the Fair Labor Standards Act (29 U.S.C. §207(k)). The twelve (12) hour work schedules will commence as determined by the Sheriff.

### **Work Schedule**

The twelve (12) hour work schedule will be two (2) consecutive twelve (12) hour days on duty followed by two (2) consecutive days off; followed by three (3) consecutive twelve (12) hour days on duty followed by two (2) consecutive days off, followed by two (2) consecutive twelve (12) hour days on duty followed by three (3) consecutive days off (2/2; 3/2; 2/3 cycle).

Shifts are generally defined as: day shift 6:00 am – 6:00 pm; night shift 6:00pm – 6:00 am; swing shift 10:00 am – 10:00 pm.

### **Work Back Hours (Positions designated under the FLSA 7(k) exemption only)**

Under the twelve (12) hour work schedules, officers working will be scheduled to work twelve (12) hours per day. Over the entire fifty (52) week calendar year, said twelve (12) hour work schedule will result in a total of one hundred and four (104) additional scheduled hours over the 2080 scheduled hours per year. In order to reduce the total number of hours back to 2080 hours, officers will be required to un-schedule 104 scheduled work hours generated by the twelve (12) hour schedule. The 104 "work back hours" will be addressed in the following manner:

- a. The additional 104 hours will not be considered overtime hours or paid hours.
- b. Officers will be granted 104 banked hours of time off on January 1 of each year. Such hours will be pro-rated if an officer is assigned after January 1, transfers out of the twelve

hour schedule or leaves employment. The pro-ration will be based on the total number hours that are projected to work in the remaining calendar year.

- c. Officers will be allowed to use the banked 104 work back hours in lieu of regular scheduled work hours over the course of the calendar year at the approval of the Supervisor.
- d. It is the officer's responsibility to ensure that work back hours are used before the end of each calendar year. If not, the Supervisor may schedule the work back hours at their discretion in order to ensure all hours are used before the end of each year.
- d. The use of work back hours will not be allowed to create overtime.

### **Overtime/Compensatory Time**

Overtime compensation at time and one-half (taken as pay or compensatory time) shall be earned when an officer is in excess of his/her regularly scheduled twelve (12) hour shift in any one shift.

Section 7(k) employees who work and are paid for more than one hundred seventy-one (171) hours in a twenty-eight (28) day work period shall receive overtime or compensatory time; however, any work back hours used (the 104 hours) will not be included for purposes of calculating overtime hours or paid hours.

### **Other Important Provisions**

When an employee is assigned to attend training on a regular scheduled day and the training is less than twelve (12) hours in duration, the employee shall pre-arrange with their shift Supervisor to make up the work hours or use accrued time off benefits.

Holidays will continue pursuant to Policy #207-Holidays, but may be used in increments of up to twelve (12) hours.

Sick Leave will continue pursuant to Policy #214-Sick Leave, but may be used in increments of up to twelve (12) hours.

Vacation will continue pursuant to Policy #218-Vacation, but may be used in increments of up to twelve (12) hours.

All efforts will be made to avoid fatigue of the employees working the twelve (12) hour work schedule to avoid working more than seven (7) consecutive days at a stretch and no more than sixteen (16) hours straight. This does not include mandatory court appearances or other emergency situations. In case of mandatory court appearances, the employee at their option, can utilize all or part of the court appearance as time worked for their next scheduled shift, if that shift is scheduled less than twelve (12) hours from the end of the court appearance. The employee must notify their supervisor in advance so arrangements for proper coverage can be made.



## DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

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Policy #	Approval Date: 5/19/2020
Policy Title <b>Alternative Work Schedules</b>	Effective Date: 6/4/2020
	Revision Date(s):

Dodge County recognizes the importance of its employees having a proper work-life balance. It is understood that allowing employees to have a degree of control over their work schedules may make it easier for them to manage non-job-related responsibilities and to be more efficient and productive at work.

As a result, the County supports alternative work schedules for employees ... provided that such schedules are mutually beneficial to County and employee, and continue to satisfy the needs and objectives of the County.

Department Heads may, subject to this policy, develop and implement an alternative work schedule provided that the Department is open to the public under the established office hours of Monday through Friday 8:00 a.m. to 4:30 p.m.

### **Alternative Work Schedule Options**

NOTE: A "week" is defined as a pay week of Thursday through Wednesday

#### **4/9 and 1/4 Schedule**

- Employee works four (4) nine (9) hour days and one four (4) hour day, Thursday through Wednesday between the hours of 7:00 a.m. to 7:00 p.m., however, must cover the established office hours of 8:00 a.m. to 4:30 p.m.
- Start and end times must be on the hour or half-hour and in thirty-minute increments (e.g., start-time of 7:00 a.m.; end-time of 5:30 p.m.)
- The work schedule will be consistent with established starting and ending times that remain the same week after week.
- The employee will be eligible for break and lunch periods as per Policy #111-Hours of Work.

**Holidays:** The Employee and the Supervisor will work out the work schedule for the week in which a holiday falls (i.e. the employee works 4 – eight hour days). Employees under the Alternative Work Schedule are only eligible for eight (8) hours of holiday time; they are not eligible for holiday hours as defined under Policy #207 – "Holidays will be based upon regularly schedule hours, exclusive of shift premium, if any".

**Vacation:** Vacation time earned as defined in Policy #218-Vacation. Vacation taken in day increments will be charged at nine (9) hours per day. Note: A week of vacation will equal forty (40) hours.

**Sick Leave:** It is understood that sick leave will be earned at the rate of eight (8) hours per month. Sick leave taken will be charged at nine (9) hours per day.

#### **4/10 Schedule**

- Forty-hour (40) weeks in four (4) days.
- Employees on 4/10 schedules work four (4) ten hour days Thursday through Wednesday between the hours of 6:30 a.m. and 7:00 p.m., however, must cover the established office hours of 8:00 a.m. to 4:30 p.m.
- No more than forty-hours can be worked in any one week.
- Exempt employees are normally expected to work beyond the standard eighty (80) hour biweekly pay period or forty (40) hours per week.
- Non-Exempt employees must have pre-approval for any hours worked over forty (40) in the work week.
- The work schedule will be consistent with established starting and ending times that remain the same week after week.
- The employee will be eligible for break and lunch periods as per Policy #111-Hours of Work.

**Holidays:** The Employee and the Supervisor will work out the work schedule for the week in which a holiday falls (i.e. the employee works 4 – eight hour days). Employees under the Alternative Work Schedule are only eligible for eight (8) hours of holiday time; they are not eligible for holiday hours as defined under Policy #207 – “Holidays will be based upon regularly schedule hours, exclusive of shift premium, if any”.

**Vacation:** Vacation time earned as defined in Policy #218-Vacation. Vacation taken in day increments will be charged at ten (10) hours per day. Note: A week of vacation will equal forty (40) hours.

**Sick Leave:** It is understood that sick leave will be earned at the rate of eight (8) hours per month. Sick leave taken will be charged at ten (10) hours per day.

Any or all of the foregoing alternative schedule options may be utilized.

#### **Eligibility/Criteria**

- Working an alternative work schedule is a privilege, not an employee right and it in no way changes the terms and conditions of employment with Dodge County.
- Employees must maintain an acceptable time and attendance record and maintain a satisfactory work performance.
- Alternative work schedules are not appropriate for all positions, all Departments, or all situations.
- Alternative work schedules, to the extent such are appropriate, should be uniformly available to all positions in a Department. Employees can each have a different schedule as long as the normal business hours are covered.
- The Department Head is responsible for ensuring the fair and equitable administration of this policy to employees.
- Alternative work schedules will not result in a change in the County’s or a Department’s regular hours of operation.
- Each Department Head is responsible for ensuring that all services of the Department are available to internal and external clients during regular business hours and that the efficiency and effectiveness of the Department’s operations will not be interrupted or negatively impacted.
- The alternate work schedule will not cause overtime. All overtime must have Supervisor approval prior to incurring the overtime.

- Any alternative work schedule may be discontinued at will and at any time at the request of either the employee or the Department Head with approval from the County Administrator. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of the alternative work schedule. There may be instances, however, when no notice is possible.

### **Process**

- All requests for an alternative work schedule must be in writing, completed by the employee, and submitted to the Department Head for approval. Requests by Department Heads are to be submitted to the County Administrator. Please use the Alternative Work Schedule Request Form.
- Approval or denials by the Department Head (or County Administrator) of such requests must be in writing and provided to the employee.
- Once an alternative work schedule is approved, it cannot change without the prior written permission of the Department Head (or County Administrator).
- All completed and approved requests, and denials, must be sent to the Human Resources Department to be placed in the employee's personnel file.
- Any request for an alternative work schedule option outside the parameters defined in this policy must be reviewed and approved by the County Administrator and Human Resources Department.



## DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy #	Approval Date: 5/19/2020
Policy Title <b>TELECOMMUTING</b>	Effective Date: 6/4/2020
	Revision Date(s):

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Dodge County considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is a privilege, not an employee right, and it in no way changes the terms and conditions of employment with Dodge County.

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Department Heads may, subject to this policy, develop and implement a telecommuting work schedule provided that the Department is open to the public under the established office hours of Monday through Friday 8:00 a.m. to 4:30 p.m.

### **Eligibility/Criteria**

Individuals requesting telecommuting arrangements must have completed the required Orientation Period and must have a satisfactory performance record.

Before entering into any telecommuting arrangement, the employee and manager, with the assistance of the Human Resources Department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- Employees are reminded during working hours they must comply with all existing policies as defined in the Dodge County Personnel Policies and Procedures Manual including, but not limited to: Computer Use, Electronic Communications, Use of Telephones and Other Communication Equipment, hours of work, meal/break periods, and confidentiality.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.
- Any telecommuting arrangement may be discontinued at will and at any time at the request of either the telecommuter or the Department Head. Every effort will be made to provide

30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

The telecommuter may, at the discretion of their immediate supervisor, be called to work at their centrally located worksite on their regular telecommute day during their regular work hours to meet workload requirements.

### **Process**

- All requests for telecommuting must be in writing, completed by the employee, and submitted to the Department Head for approval prior to beginning telecommuting. Requests by Department Heads are to be submitted to the County Administrator. Please use the Telecommuting Request Form.
- Approval or denials by the Department Head (or County Administrator) of such requests must be in writing and provided to the employee.
- All completed and approved requests, and denials, must be sent to the Human Resources Department to be placed in the employee's personnel file.
- Any request for telecommuting outside the parameters defined in this policy must be reviewed and approved by the County Administrator and Human Resources Department.

### **Equipment**

On a case-by-case basis, Dodge County will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The Human Resources and Information Technology Departments will serve as resources in this matter. Equipment supplied by the County will be maintained by the County. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The County accepts no responsibility for damage or repairs to employee-owned equipment. The County reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the County is to be used for County business purposes only. The telecommuter must sign an inventory of all County property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment or arrangement, all County property will be returned to the Department within 7 days, unless other arrangements have been made.

When using County equipment or software, the telecommuter must follow all software-licensing provisions agreed to by the County.

Dodge County will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The County will also reimburse the employee for business-related expenses, such as phone calls and shipping costs that are reasonably incurred in carrying out the employee's job with prior approval for the expenses from the Supervisor and/or Department Head.

The employee will establish an appropriate work environment within his or her home for work purposes. The County will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

The County reserve the right to pursue recovery from the employee for any County property deliberately or negligently damaged or destroyed while in employee's care, custody, and control.

Employees are required to review and follow the Policies; including but limited to:

HR Policy 304 – Computer Use

HR Policy 305 - Ethics

HR Policy 309 – Social Media  
HR Policy 310 – Use of Telephones and Other Communication Equipment  
HR Policy 314 – Texting Policy

## **Security**

Consistent with the County's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of confidential County and client/customer information accessible from their home office. Steps include taking only minimally necessary confidential information out of the office, the use of locked file cabinets and desks, regular password maintenance, prevent inadvertent disclosure and any other measures appropriate for the job and the environment.

## **Safety**

Employees are responsible for maintaining their home workspace in a safe manner, free from safety hazards, similar to what is provided in the County's physical work environment. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties may be covered by the County's workers' compensation policy. The County reserves the right to physically inspect all home workspaces in the event of a work related injury incurred in the home environment. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting County demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to beginning telecommuting.

## **Time Worked**

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the Kronos time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting arrangement.

## **Ad Hoc Arrangements**

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Consideration will be given for other informal, short-term arrangements requested by the employee for extenuating circumstances this may include family or medical leave with consent of the employee's health care provider and approval by the Department Head and Human Resources Department.

All ad hoc telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the County.

Note: This policy does not apply to employees whose position requires remote work as part of their regular work duties.



# The Dodge County Board of Supervisors

127 East Oak Street, Juneau, Wisconsin 53039  
Russell Kottke, Chairman  
920-386-3603

RECEIVED

OCT 01 2020

DODGE COUNTY H.R.

## **An Order Redefining Health Care Provider for Purposes of the Federal Families First Coronavirus Response Act**

**WHEREAS**, on March 12, 2020, the Governor of the State of Wisconsin issued Executive Order #72 declaring a Public Health Emergency for the State of Wisconsin due to COVID-19; and,

**WHEREAS**, on March 13, 2020, the President of the United States of America issued a Proclamation declaring a National Public Health Emergency beginning March 1, 2020; and,

**WHEREAS**, pursuant to Sections 323.11 and 323.14(4)(a) and (b), of the Wisconsin Statutes, it is necessary and expedient for the health, safety, protection, welfare and good order of Dodge County to proclaim that emergency conditions exist due to COVID-19; and,

**WHEREAS**, on March 17, 2020, the Dodge County Board of Supervisors adopted Resolution 19-77 declaring a state of emergency due to the presence of COVID-19 and the emergency conditions it causes within the county and revised the declaration on September 28, 2020 by the adoption of Resolution 20-32; and,

**WHEREAS**, Dodge County's Emergency Declaration authorizes the County Board Chairperson to order whatever is necessary and expedient for the health, safety, protection and welfare of persons and property within Dodge County during this emergency; and,

**WHEREAS**, on March 18, 2020, President Trump signed the Families First Coronavirus Response Act (FFCRA) which is applicable to Dodge County employees; and,

**WHEREAS**, emergency providers and health care providers are exempt and not eligible for the FFCRA benefits; and,

**WHEREAS**, the United States Department of Labor issued an initial temporary rule for the implementation of FFCRA on March 27, 2020, wherein it provided broad categories of employees that may be defined as either a health care provider or emergency responder and recommended that employers be judicious in using the definitions contained in the guidance to exempt health care providers and emergency responders from the provisions of FFCRA; and,

**WHEREAS**, on March 31, 2020, I issued an *Order Defining Health Care Provider and Emergency Responder for Purposes of the Federal Families First Coronavirus Response Act* which contained an exhibit listing Dodge County positions exempted from FFCRA; and,

**WHEREAS**, on September 11, 2020, the United States Department of Labor issued final guidance on September 11, 2020, revising the definition of “health care provider” for purposes of FFCRA;

**NOW, THEREFORE, BE IT RESOLVED**, by the authority granted in Resolution 19-77, I hereby order that the positions listed on Exhibit “A”, revised on September 16, 2020, titled “*Emergency Responder*” and “*Health Care Provider*” Exemption from FFCRA (Revised Per U.S. Department of Labor, effective September 16, 2020 – December 31, 2020), are defined as either a “health care provider” or “emergency responder”, as those terms are used in FFCRA and those positions are exempted from FFCRA, effective September 16, 2020.

Dated this 1<sup>st</sup> day of October, 2020.

**By the Order of the Dodge County Board Chairperson:**

  
\_\_\_\_\_  
Russell Kottke

**“Emergency Responder” and “Health Care Provider” Exemption from FFCRA  
(Revised Per U.S. Department of Labor, effective September 16, 2020 - December 31, 2020)**

March 31, 2020 Revised: September 16, 2020

**HEALTH CARE PROVIDERS**

CLEARVIEW	Position Title	Page 1 of 3
	Accountant	Removed under 9/16/2020 Revisions
	Accounting Specialist	Removed under 9/16/2020 Revisions
	Activity Therapy Aide/Cook	
	Activity Therapy Aide	
	Administrator-Executive Director	Removed under 9/16/2020 Revisions
	Administrative Secretary	Removed under 9/16/2020 Revisions
	Admissions Coordinator	
	Assistant Administrator	Removed under 9/16/2020 Revisions
	Assistant Director of Nursing Services	
	Assisted Living Supervisor	
	RN Unit Manager-IID	
	Cosmetologist	
	CBIC Coordinator	
	CBRF Assistant	
	Clinical Care Coordinator	
	Cook/FSW Northview Heights	Removed under 9/16/2020 Revisions
	Cook/Food Service Worker	Removed under 9/16/2020 Revisions
	COTA	
	Dietetic Technician	Removed under 9/16/2020 Revisions
	Director of Dietary Services	Removed under 9/16/2020 Revisions
	Director of Environment Services	Removed under 9/16/2020 Revisions
	Director of Financial Services	Removed under 9/16/2020 Revisions
	Director of Support Services	
	Director Of Nursing Services	
	Food Service Worker	Removed under 9/16/2020 Revisions
	FSW Student	Removed under 9/16/2020 Revisions
	Head Cook	Removed under 9/16/2020 Revisions
	HIM Coordinator	Removed under 9/16/2020 Revisions
	Hospitality Service Aide	
	Household Assistant II, III	
	Household Assistant I	
	Household Information Assistant	
	IID Household Coordinator	
	Independent Living Asst Northview Height	
	Maintenance II	Removed under 9/16/2020 Revisions
	Maintenance Lead	Removed under 9/16/2020 Revisions
	Maintenance Mechanic	Removed under 9/16/2020 Revisions
	Medical Director	
	Nurse Technician	
	Production & Ordering Asst/Cook	Removed under 9/16/2020 Revisions
	QIDP	
	Receptionist-Transports	
	Receptionist-Transcription	
	Rehabilitation Specialist	
	Restorative Nursing Assistant	
	RN Practitioner	
	RN RAI Resident Assessment	
	RN Supervisor Nursing Home	
	RN Unit Manager Behavioral Health	
	Scheduling Assistant	Removed under 9/16/2020 Revisions
	Social Services Specialist	Social worker
	Staff RN-Nursing Home	
	Staffing Services Supervisor	
	Team Leader LPN/RN Nursing Home	
	Therapeutic Recreation Therapist	
	Transportation Maintenance	

**Clinical Services; Community Mental Health**

- HS Supervisor Clinical Services
- Clinician I, II, III, IV
- Crisis Coordinator
- ~~Customer Service/Support Specialist~~ Removed under 9/16/2020 Revisions
- ~~Medical Records Clerk~~ Removed under 9/16/2020 Revisions
- Psychiatrist/Med. Dir.
- RN Case Manager
- Staff Prescriber-RN Practitioner
- ~~Clinical Services Intake Worker~~ Removed under 9/16/2020 Revisions
- HS Supervisor Community Support Program

**EMERGENCY FIRST RESPONDER**

- ADMINISTRATION** County Board Chair
- County Administrator

**EMERGENCY MANAGEMENT**

- Emergency Management Deputy Director
- Emergency Management Director
- Hazardous Materials Responder

**HUMAN SERVICES AND HEALTH**

**Child Protective Services; Juvenile Justice; Adult Protective Services/  
Long Term Support; Children and Family Services;**

- HS Supervisor Aging/Nutrition/Transport
- HS Supervisor Child Adol Services
- HS Supervisor Child Protect Serv Intake
- HS Supervisor Child Protect Serv Ongoing
- Customer Serv/Support Spec
- Human Services and Health Director
- Division Manager Community Support Svcs
- Division Manager Clinic Family Services
- Home and Financial Advisor I, II, III
- HS Supervisor Long Term Support
- Nutrition Site Manager
- Social Services Aide I, II, III
- Social Worker I, II, Sr
- Transportation Coordinator
- Transportation Driver

**HUMAN SERVICES AND HEALTH**

- Public Health** Emergency Preparedness Coordinator
- HS Supervisor Public Health Officer
- Public Health Technician
- RN Public Health
- Customer Service/Support Specialist
- WIC Project Director
- WIC Nutritionist

**INFORMATION TECHNOLOGY**

- Sr IT Systems Analyst
- Information Technology Director
- Electronics Technician
- Network Administrator
- Systems Analyst
- IT Systems Analyst
- Technical Services Specialist
- Technical Services Lead

**HIGHWAY**

Assistant Highway Commissioner  
 Building Maintenance Technician  
 Highway Commissioner  
 Engineering Technician V  
 Engineering Technician VI  
 Foreman  
 Diesel/Heavy Equipment Mechanic Lead  
 Foreman Operations  
 Highway Maintenance Technician  
 Operations Superintendent  
 Patrol Superintendent  
 Shop Superintendent  
 Sign Shop Technician  
 Stock Clerk  
 Welder/Fabricator

**MEDICAL EXAMINER**

Chief Deputy Medical Examiner  
 On Call Deputy Medical Examiner  
 Medical Examiner  
 Deputy Medical Examiner

**PHYSICAL FACILITIES**

Physical Facilities Assistant Director  
 Custodian II  
 Physical Facilities Director  
 Maintenance II  
 Maintenance Mechanic  
 Mechanic III-Lead  
 Maintenance Secretary

**SHERIFF'S OFFICE**

Chief Deputy  
 Communications Officer  
 Communications Sergeant  
 Communications Technician  
 Community Service Officer  
 Corporal-Jail  
 Correctional Officer  
 Court Security Officer I  
 Court Security Officer II  
 Deputy Jail Administrator  
 Detective 37.5 hrs/wk  
 Director of Communications/Support Svcs  
 Jail Administrator  
 Jail Programs Corporal  
 Jail Programs Specialist  
 Jail Sergeant  
 Lieutenant Patrol  
 Lieutenant Detective  
 Operations Captain  
 Process Server  
 Sergeant Patrol 37.5 hrs/wk  
 Sheriff  
 Deputy Sheriff  
 Transport Officer Occasional  
 Transport Officer  
 Deputy Sheriff Part time Drug Task Force  
 Deputy Secretary

\*\*This list above is intended to include all personnel of Sheriff's Office.

## McGrath Study Priority List

Human Resources and Labor Negotiations Committee Discussion 10/6/2020

<b>Recommendation</b>	<b>Title/Policy</b>	<b>Tentative Implementation Date</b>
1.	Implementation of the Recommended Compensation Structure (starting on pg. 33)	7/1/2021
2.	Performance Management Changes (starting on pg. 31)	2022
3.	Compensation Exchange Program (starting on pg. 33)	2022-2023
4.	Consolidations of Levels (pg. 36)	with Job Description project
5.	Special Assignments (Sheriff's Office) (pg. 36)	2021
6.	On-Call and Call-in Pay Policies (pg. 37)	2021
7.	Overtime Policy (Clearview) (pg. 38)	2022
8.	Overtime Policy (County Wide) (pg. 38)	2022
9.	Establish a Policy for Compensation Recommendations (pg. 42)	7/1/2020 (coincide with comp plan)
<b>Benefits</b>		
10.	Part-Time Benefit Pro-rations (Clearview) (pg. 46)	1/1/2021
11.	Paid Time Off (with Short Term Disability) or Vacation Schedule Change (starts on pg. 47)	2021
<b>Other</b>		
12.	Physical Facilities Department and Clearview Environment Services Consolidation	2022
13.	Risk Management	2022
14.	Employee Policy and Procedure Manual Update	2021
15.	Human Resources Committee Audit	2021
<b>Completed Items</b>		
1.	Bilingual Pay (pg. 36)	Committee Action on 9/15/2020
2.	Longevity Pay (pg. 38)	Committee Action on 9/15/2020
3.	Establish the County's Procedure for Yearly CPI Increase (pg. 41)	Committee Action on 9/15/2020
4.	Shift Differentials (Clearview) (pg. 37)	Committee Action on 9/15/2020
5.	Shift Differentials (Sheriff; Maintenance) (pg. 37)	Committee Action on 9/15/2020
6.	Enrollment Waiting Period (Health and Dental Insurance) (pg. 45)	Committee Action on 9/15/2020